



# CITY OF HOUSTON

## Job Posting

1	SW																
2	<table><tr><td>Applications accepted from:</td><td>ALL PERSONS INTERESTED</td></tr><tr><td>Job Classification</td><td>ACCOUNT EXECUTIVE</td></tr><tr><td>Posting Number</td><td>PN# 109404</td></tr><tr><td>Department</td><td>Convention &amp; Entertainment Fac Department</td></tr><tr><td>Division</td><td>George R Brown Convention Center</td></tr><tr><td>Section</td><td>Operations Section</td></tr><tr><td>Reporting Location</td><td>1001 Avenida de Las Americas Blvd.</td></tr><tr><td>Workdays &amp; Hours</td><td>M - F, 8 a.m. – 5 p.m. * (Nights/Weekends/Holidays) *Subject to change</td></tr></table>	Applications accepted from:	ALL PERSONS INTERESTED	Job Classification	ACCOUNT EXECUTIVE	Posting Number	PN# 109404	Department	Convention & Entertainment Fac Department	Division	George R Brown Convention Center	Section	Operations Section	Reporting Location	1001 Avenida de Las Americas Blvd.	Workdays & Hours	M - F, 8 a.m. – 5 p.m. * (Nights/Weekends/Holidays) *Subject to change
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9	<p><b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b></p> <p>Coordinates the planning and management of special events, including supervising personnel and overseeing event activities. Interfaces with the public, communicating both orally and through written correspondence, explaining procedures and scheduling events. Works with special event groups to ensure their compliance with established rules, regulations, policies and procedures. Coordinates the complex logistics of handling special tours, events and projects, including scheduling, personnel and permits. Conducts on-site planning and evaluations of permitted activities, analyzing events to project and minimize problems areas. Ensures facility is ready and all staffing is in place prior to allowing public into facility. Operates computer to provide detailed checklists and event reports in the computerized booking system.</p>																
10	<p><b><u>WORKING CONDITIONS</u></b></p> <p>The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.</p>																
11	<p><b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b></p> <p>Requires a Bachelor’s degree in Business Administration, Liberal Arts, Social Sciences, or a closely related field. Requires a valid Texas Driver’s License and compliance with the City of Houston’s policy on driving.</p>																
12	<p><b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b></p> <p>Two years of professional experience in the marketing or hospitality industry may be substituted for the above education requirement on a year-for-year basis.</p>																
13	<p><b><u>MINIMUM LICENSE REQUIREMENTS</u></b></p> <p>None</p>																
14	<p><b><u>PREFERENCES</u></b></p> <p>Preference will be given to applicants with strong writing and computer skills, in Excel, Word, and Concentrics.</p>																
15	<p><b><u>SELECTION/SKILLS TESTS REQUIRED</u></b></p> <p>None</p>																
16	<p><b><u>SAFETY IMPACT POSITION</u></b>                      <input checked="" type="checkbox"/> Yes    No</p> <p>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</p>																
17	<p><b><u>SALARY INFORMATION</u></b></p> <p>Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:</p> <table><tr><td colspan="2"><u>Salary Range - Pay Grade 19</u></td></tr><tr><td>\$1094 - \$1491 Biweekly</td><td>\$28,444.00 - \$38,766.00 Annually</td></tr></table>	<u>Salary Range - Pay Grade 19</u>		\$1094 - \$1491 Biweekly	\$28,444.00 - \$38,766.00 Annually												
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18	<p><b><u>OPENING DATE</u></b>                                      March 15, 2006</p>																
19	<p><b><u>CLOSING DATE</u></b>                                      Open Until Filled</p>																
20	<p><b><u>APPLICATION PROCEDURES</u></b></p> <p>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Level. <b>For application status inquiries, please call (713) 853-8211.</b> All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. <b>Our Telephone Device for the Deaf (TDD) Phone Number is 713.837-9471.</b></p> <p>An equal opportunity employer</p>																